

Commerce Information Technology Review Board

Project Name: _____ **Operating Unit:** _____

	RATINGS			
	Green	Yellow	Red	N/A
1. Basis for Investment:	_____	_____	_____	_____
Scoring Rationale:				

2. Program Management:	_____	_____	_____	_____
Scoring Rationale:				

3. Risks:	_____	_____	_____	_____
Scoring Rationale:				

4. Architecture:	_____	_____	_____	_____
Scoring Rationale:				

5. Secretarial/Departmental Initiatives:	_____	_____	_____	_____
Scoring Rationale:				

Name of evaluator: _____ **Phone#** _____

Operating Unit: _____

Date _____

Evaluation Criteria

General

To receive a Green Light each category should have adequately satisfied each of the stated criteria. The evaluation methodology assumes all investments must meet the same criteria to be approved. If a determination is made that an evaluation criterion is not applicable (NA), put NA as a rating. The evaluator should also use professional judgement as to the right level of documentation for each project. An R&D project is not expected to have as rigorous a system of development standards as a production system, or a small investment to have an extensive benefit cost analysis.

A Yellow Light indicates that the planning and supporting documentation for the project needs improvement. The needed improvement can be done with a reasonable amount of effort and time.

A Red Light indicates that the project is not acceptable as proposed and a substantial effort is required to improve the proposal.

1. Basis for Investment

Criteria:

Summary of benefits, tangible and non-tangible, including return-on-investment (ROI) and benefit-cost analysis.

Consideration of all the alternatives and benefits, including outsourcing.

Support of operating unit s (OU s) missions and goals.

High rating from internal OU evaluation process.

Scoring:

GREEN - The project has a documented and approved benefit-cost analysis that is consistent with the methodology described in Office of Management and Budget (OMB) Circular A-130; all the alternatives and benefits are addressed; the selected alternative has a high value (ROI) for the Government and supports the mission and goals of the OU. The OU should have a benefit-cost analysis on file and be able to produce it on demand if requested.

YELLOW - The project has a cost analysis instead of a benefit-cost analysis; other alternatives exist; the project is rated medium priority by the OU; the project may not be the best alternative selected; and the project has less formal documentation.

RED - There is no cost analysis; the documentation weakly support OU goals and mission.

2. Program Management

Criteria:

A description of how the project will be managed.

A system to monitor cost, schedule, and performance and report on deviations.

The experience of the OU with projects of this size, scope, and complexity.

Scoring:

GREEN - OU has a formal and established system to manage and track development and performance; the project has good performance measurements; OU personnel assigned to the project have experience and a good track record in projects of this size and scope.

YELLOW - OU has an informal or proposed system to manage and track development and performance; overall, OU organization has experience and a good track record in developing systems.

RED - OU does not have a system to manage and track development and performance; OU personnel lack experience in system development.

3. Risk Management

Criteria:

Key project risks and a description of how they will be mitigated, including use of a modular approach.

A description of how the acquisition strategy will manage procurement risks.

Security measures.

Use of commercial-off-the-shelf products.

Scoring:

GREEN - all the risks, including security, are identified and can be managed; the acquisition approach is well defined and is manageable; the project is developed in a modular approach, where possible; the project uses commercial-off-the-shelf hardware and software; risks and approach are formally documented. (Note: Not all projects are candidates for a modular approach.)

YELLOW - Most but not all risks are identified or manageable; the project does not use a modular approach and creates risk.

RED - The project has no risk analysis; there are identified risks that could prevent the investment from being successful.

4. Architectural Compliance**Criteria:**

A description of how the project is compliant with the OU's IT architecture and technical infrastructure.

A description of the use of commercial-off-the-shelf products.

Scoring:

GREEN - OU has a documented architecture and this project's proposed architecture is compatible with the OU's architecture; a description of the current architecture and the target architecture is provided and shows how this project fits in.

YELLOW - It is unclear how this project supports the OU architecture.

RED - The project has not addressed architecture; however, the project application/system is described.

5. Secretarial/Departmental Goals and Initiatives**Criteria:**

Support for Secretarial/Departmental initiatives, e.g., the Digital Department initiative, use of the Internet or other interface technology, or support of accessibility requirements.

Scoring:

GREEN - The project directly supports Secretarial/Departmental initiatives.

YELLOW - The project provides partial support for Secretarial/Departmental initiatives.

RED -The project indirectly supports Secretarial/Departmental initiatives.